



#### Managing Leave of Absence (Paid and Unpaid)

The Enter and Maintain Leave Status business process completed by the HR Administrator is used to place salaried employees in a paid or an unpaid leave status. Depending on the type of leave, the Benefit Administrator will have to take specific actions.

This Job Aid goes through Paid and Unpaid Leave of Absence (LOA) scenarios, and how those scenarios result in three different benefit events:

- Paid LOA resulting in MSC benefit event
- Unpaid LOA resulting in an LOA benefit event
- Unpaid LOA resulting in an LAT manual benefit event

In addition, this Job Aid goes through the Benefit Administrator's actions when an employee returns from leave and the benefit event it creates on the Benefits side:

- Return from (Paid and Unpaid) leave of absence resulting in an RFL benefit event

If you are both an HR Administrator and a Benefit Administrator, refer to the **HR351: Managing Leave of Absence (Paid and Unpaid) Job Aid** before completing the steps in this document.

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#### Paid Leave of Absence (MSC benefit event)

Once the HR Administrator has placed the employee on a paid leave of absence, the change in job data automatically creates a Miscellaneous (MSC) benefit event on the benefits side in Cardinal. This benefit event will automatically be processed with no manual intervention by the Agency Benefit Administrator (BA) in Cardinal. If the Agency BA does not wish to wait for the scheduled Benefit Administration process to run, complete the following steps:

1. Navigate to the On-Demand Event Maintenance page using the following path:

**Benefits Administrator tile > Benefits Management > On-Demand Event Maintenance**

The **On-Demand Event Maintenance** Search Page displays.

2. Enter the **Empl ID**.
3. Click **Search**.



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The **On-Demand Event Maintenance** page displays.

The screenshot shows the 'On-Demand Event Maintenance' page for Nelson Smith08. The 'Schedule/Prepare Activity' button is highlighted with a red box. The page displays various fields and buttons for managing the event.

Event ID	Event Date	Status	Class	Event Status
0				

Buttons: Prepare Options, Enrollment Statement, Run Date, Election Entry, Validate/Finalize, Confirmation Statement, Reprocess, Save, Return to Search, Notify.

4. Click the **Schedule/Prepare Activity** button.

The **On-Demand Event Maintenance** page refreshes.

The screenshot shows the 'On-Demand Event Maintenance' page for John Doe. The 'Status' and 'Event Status' fields are highlighted with red boxes. The page displays various fields and buttons for managing the event.

Event ID	Event Date	Status	Class	Event Status
2	10/01/2021	Finalized - Prepared None	MSC	Closed to Processing

Buttons: Prepare Options, Enrollment Statement, Run Date, Election Entry, Validate/Finalize, Confirmation Statement, Reprocess, Save, Return to Search, Notify.

**Note:** the MSC event automatically gets a Status of **Finalized-Prepared None** and an Event Status of **Closed to Processing** by Cardinal. No further action is necessary by the BA.



#### Unpaid Leave of Absence (LOA event)

Once the HR Administrator places the employee in an unpaid leave of absence, Cardinal creates an LOA benefit event that remains open for 30 days. The BA will communicate with the employee and determine if a change in coverage is needed. An employee may elect to waive coverage or reduce the number of covered dependents under the same plan at the start of a leave without pay (LWOP) if it is requested within the 60-day qualifying midyear event window.

#### LOA Event – No coverage changes

If the employee's elections are staying the same complete the following steps:

1. Navigate to the **On-Demand Event Maintenance** page using the following path:

**Benefits Administrator tile > Benefits Management > On-Demand Event Maintenance**

The **On-Demand Event Maintenance** Search Page displays.

The screenshot shows the 'On-Demand Event Maintenance' search page. The left sidebar contains a navigation menu with the following items: 'Employee/Dependent Information', 'Enroll in Benefits', 'Review Employee Benefits', 'Benefits Management' (expanded), 'Review BAS Activity', 'On-Demand Event Maintenance' (selected), and 'Update Event Status'. The main content area has a header 'On-Demand Event Maintenance' and a sub-header 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Find an Existing Value' button. The 'Search Criteria' section includes the following fields: 'Empl ID' (with a dropdown menu set to 'begins with'), 'Empl Record' (with a dropdown menu set to '='), 'Name' (with a dropdown menu set to 'begins with'), 'Last Name' (with a dropdown menu set to 'begins with'), 'Second Last Name' (with a dropdown menu set to 'begins with'), and 'Alternate Character Name' (with a dropdown menu set to 'begins with'). There is also a 'Case Sensitive' checkbox and a 'Limit the number of results to (up to 300):' field set to '300'. At the bottom of the search criteria section are three buttons: 'Search' (highlighted with a green box), 'Clear', and 'Basic Search'. There is also a 'Save Search Criteria' link.

2. Enter the **Empl ID**.
3. Click **Search**.



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The **On-Demand Event Maintenance** page displays.

**On-Demand Event Maintenance**

FRANKLIN SHELTON

Person ID  Ben Record 0

Activity Date  Source  Empl Record 0

Pending Activities 0

Event ID 1 Event Date 12/20/2021 Status Prepared Class LOA

Event Status Open for Processing

Run Date

Entered 0 of 1

Errors 0  ☒ Finalize/Apply Defaults

Run Date

Process Indicator N

Normal Processing

4. Check the **Finalize/Apply Defaults** checkbox.
5. Click the **Validate/Finalize** button.

**Note:** No action is required from the BA except for finalizing the benefit event.



#### LOA Event – Change in coverage

If coverage is changing for the employee complete the following steps:

1. Navigate to the **On-Demand Event Maintenance** page using the following path:

**Benefits Administrator tile > Benefits Management > On-Demand Event Maintenance**

The **On-Demand Event Maintenance** Search Page displays.

2. Enter the **Empl ID**.
3. Click **Search**.



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The **On-Demand Event Maintenance** page displays.

**Benefits Administrator**

**On-Demand Event Maintenance**

Michael Wills398 Person ID [REDACTED] Ben Record 0

Activity Date 05/01/2022 Source Job Data Change Empl Record 0

**Schedule/Prepare Activity** Pending Activities 1 **Show Activities** Action LOA

Event ID 0 Event Date Status Class **Event Status Update**

**Prepare Options**

**Enrollment Statement** Run Date

**Frequency**

☒ Deduction Frequency ☐ Annual Frequency

**Election Entry** Entered 0 of 0 **Show Plans**

**Validate/Finalize** Errors 0 **Show Errors** ☐ Finalize/Apply Defaults

**Confirmation Statement** Run Date

**Reprocess** Process Indicator N Normal Processing

**Save** **Return to Search** **Notify**

4. Click on the **Schedule/Prepare Activity** button. If Ben Admin has already run, skip this step.

The **On-Demand Event Maintenance** page refreshes.

**Benefits Administrator**

**On-Demand Event Maintenance**

Michael Wills398 Person ID [REDACTED] Ben Record 0

Activity Date Source Empl Record 0

**Schedule/Prepare Activity** Pending Activities 0 **Show Activities** Action

Event ID 2 Event Date 05/01/2022 Status Prepared Class LOA **Event Status Update**

**Prepare Options**

**Enrollment Statement** Run Date

**Frequency**

☒ Deduction Frequency ☐ Annual Frequency

**Election Entry** Entered 0 of 7 **Show Plans**

**Validate/Finalize** Errors 0 **Show Errors** ☐ Finalize/Apply Defaults

**Confirmation Statement** Run Date

**Reprocess** Process Indicator N **Q** Normal Processing

**Save** **Return to Search** **Notify**



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5. Click the **Election Entry** button.

The **Option Election** page displays.

BenAdmin Data Entry

Event / Participant Selection | **Option Election** | Dependents / Beneficiaries

Sched ID: EM00 | Empl ID: Michael Wilks398 | Ben Record: 0 | Event ID: 2  
Event Data: 05/01/2022 Leave of Absence | Excess Credit Rollover To: | Forfeit Excess Credits:

Available Plans and Options ⑦

Plan Type 10 : Medical

Option Code: 11

COVA HlthAwr + Exp Den (CHAZ) (Self + Child)

Health Provider ID: | Previously Seen: ☐ | Special Requirements: [Special Requirements](#)

Dependents/Beneficiaries

Enroll All

ID	Name	Relationship to Employee	Health Provider ID	Previously Seen	Covered Person Type	Age Limit Flag
01	Test Test	Child		<input type="checkbox"/>	Child	1

6. Click on the magnifying glass next to **Option Code** under **Plan Type 10: Medical**.

The **Look Up** pop-up window displays.

BenAdmin Data Entry

Event / Participant Selection | **Option Election** | Dependents / Beneficiaries

Sched ID: EM00 | Empl ID: Michael Wilks398 | Ben Record: 0 | Event ID: 2  
Event Data: 05/01/2022 Leave of Absence | Excess Credit Rollover To: | Forfeit Excess Credits:

Available Plans and Options ⑦

Plan Type 10 : Medical

Option Code: 11

COVA HlthAwr + Exp Den (CHAZ) (Self + Child)

Health Provider ID: | Previously Seen: ☐ | Special Requirements: [Special Requirements](#)

Dependents/Beneficiaries

Enroll All

ID	Name	Relationship to Employee	Health Provider ID	Previously Seen	Covered Person Type	Age Limit Flag
01	Test Test	Child		<input type="checkbox"/>	Child	1

**Look Up Option Code**

Cancel | Help

Search Results

View 100 | 1-5 of 5

Option Code	Option Type	Benefit Plan	Coverage Code
10	Option	CHAZ	2
11	Option	CHAZ	3
12	Option	CHAZ	4
9	Option	CHAZ	1
W	Waive Option	(blank)	(blank)





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7. Select a new coverage code under the same **Medical Plan** for the employee.

The **Option Election** tab refreshes.

BenAdmin Data Entry

Event / Participant Selection | **Option Election** | Dependents / Beneficiaries

Sched ID EM00 Empl ID Michael Wills398 Ben Record 0 Event ID 2  
Event Data 05/01/2022 Leave of Absence Excess Credit Rollover To Forfeit Excess Credits

Available Plans and Options 1 of 7

Plan Type 10 : Medical

Option Code 9 COVA HlthAwr + Exp Den (CHAZ) (Single)

Health Provider ID  ☐ Previously Seen

Special Requirements

Dependents/Beneficiaries

Enroll All

ID	Name	Relationship to Employee	Health Provider ID	Previously Seen	Covered Person Type	Age Limit Flag	
01	Test Test	Child	<input type="text"/>	<input type="checkbox"/>	Child	<input checked="" type="checkbox"/>	-

8. Click the "-" next to the dependent listed. Since the employee reduced coverage to **Single**, by selecting a coverage code of **1**, the BA must also remove the dependent from coverage.

**Note:** If the employee does not want to change their FSA elections skip to **Step 13**.

9. Scroll down to the **Flexible Spending Medical** section.

Commented [PB1]: Update with correct number



The **Flexible Spending Medical** plan section displays.

Plan Type 60 : Flex Spending Medical

Option Code

Medical Flex Spending Account (FLXMED)

Annual Pledge

Employee Contribution Override  Monthly

**Contribution Worksheet**

Use this worksheet to calculate the employee's desired Annual Pledge and Contribution Amount.

Annual Pledge	Contributions YTD	Pay Periods Remaining	Pay Period Amount	Employee Contribution
( <input type="text" value="\$1,000.00"/> -	<input type="text" value="\$0.00"/> /	<input type="text" value="12"/> =	<input type="text" value="\$83.33"/> =	<input type="text" value="\$166.66"/> Monthly

Open protected fields for change. (These fields are normally determined by the system).

[Special Requirements](#)

Plan Type 61 : Flex Spending Dependent Care

Option Code

Waive Coverage

Annual Pledge

Employee Contribution Override

- Click on the magnifying glass next to **Option Code** under **Plan Type 60: Flexible Spending Medical**.
- Click **Waive**.

**Note:** The employee can either elect a lower amount of annual pledge than the current election or choose to waive the FSA amount.



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The **Option Election** page refreshes.

Plan Type 60 : Flex Spending Medical

Option Code **W** Waive Coverage

Annual Pledge \$0.00

Employee Contribution Override

Contribution Worksheet

Special Requirements

Plan Type 61 : Flex Spending Dependent Care

Option Code **W** Waive Coverage

Annual Pledge \$0.00

Employee Contribution Override

Contribution Worksheet

Special Requirements

12. Scroll down to the **Flex Spending Admin Fee** section.

The **Flex Spending Admin Fee** section displays.

Contribution Worksheet

Plan Type AY : Health Premium Reward

Option Code

Plan Type AZ : Flex Spending Admin Fee

Option Code **1** Flex Spending Admin Fee (FLXFEE)

Special Requirements

Look Up Option Code

Cancel

Search Results

View 100 1:2 of 2

Option Code	Option Type	Benefit Plan	Coverage Code
1	Option	FLXFEE	(blank)
<b>W</b>	<b>Waive Optn</b>	(blank)	(blank)

OK Cancel Apply Refresh

Event / Participant Selection | Option Election | Dependents / Beneficiaries

13. Click on the magnifying glass next to **Option Code** under **Plan Type AZ: Flex Spending Admin Fee**.

14. Click **W** or **Waive Optn**.

15. Click the **OK** button.



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The On-Demand Event Maintenance page displays.

Benefits Administrator

**On-Demand Event Maintenance**

Michael Willis398 Person ID [redacted] Ben Record 0

Activity Date Source Empl Record 0

Schedule/Prepare Activity Pending Activities 0 Show Activities Action

Event ID 2 Event Date 05/01/2022 Status Entered Class LOA Event Status Update

Prepare Options Event Status Open for Processing

Enrollment Statement Run Date Frequency

☒ Deduction Frequency ☐ Annual Frequency

Election Entry Entered 2 of 7 Show Plans

**Validate/Finalize** Errors 0 Show Errors ☐ Finalize/Apply Defaults

Confirmation Statement Run Date

Reprocess Process Indicator N Normal Processing

Save Return to Search Notify

16. Click on the **Validate Finalize** button.

The On-Demand Event Maintenance page refreshes.

Benefits Administrator

**On-Demand Event Maintenance**

Michael Willis398 Person ID [redacted] Ben Record 0

Activity Date Source Empl Record 0

Schedule/Prepare Activity Pending Activities 0 Show Activities Action

Event ID 2 Event Date 05/01/2022 **Status Finalized - Enrolled** Class LOA Event Status Update

Prepare Options **Event Status Closed to Processing**

Enrollment Statement Run Date Frequency

☒ Deduction Frequency ☐ Annual Frequency

Election Entry Entered 0 of 0 Show Plans

Validate/Finalize Errors 0 Show Errors ☐ Finalize/Apply Defaults

Confirmation Statement Run Date

Reprocess Process Indicator N Normal Processing

Save Return to Search Notify

**Note:** The **Status** is now Finalized/Enrolled, and the **Event Status** is Closed for Processing.



#### LOA Event – Waive coverage

If the employee is waiving coverage during their unpaid leave of absence, the BA must go into the LOA benefit event and waive coverage manually by completing the following steps:

1. Navigate to the **On-Demand Event Maintenance** page using the following path:

**Benefits Administrator tile > Benefits Management > On-Demand Event Maintenance**

The **On-Demand Event Maintenance** Search Page displays.

2. Enter the **Empl ID**.
3. Click **Search**.



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The **On-Demand Event Maintenance** page displays.

**Benefits Administrator**

**On-Demand Event Maintenance**

Michael Wills398 Person ID [redacted] Ben Record 0

Activity Date 05/01/2022 Source Job Data Change Empl Record 0

**Schedule/Prepare Activity** Pending Activities 1 **Show Activities** Action LOA

Event ID 0 Event Date Status Class **Event Status Update**

**Prepare Options**

**Enrollment Statement** Run Date

**Frequency**

☒ Deduction Frequency ☐ Annual Frequency

**Election Entry** Entered 0 of 0 **Show Plans**

**Validate/Finalize** Errors 0 **Show Errors** ☐ Finalize/Apply Defaults

**Confirmation Statement** Run Date

**Reprocess** Process Indicator N Normal Processing

**Save** **Return to Search** **Notify**

4. Click on the **Schedule/Prepare Activity** button. If Ben Admin has already run, skip this step.

The **On-Demand Event Maintenance** page refreshes.

**Benefits Administrator**

**On-Demand Event Maintenance**

Michael Wills398 Person ID [redacted] Ben Record 0

Activity Date Source Empl Record 0

**Schedule/Prepare Activity** Pending Activities 0 **Show Activities** Action

Event ID 2 Event Date 05/01/2022 Status Prepared Class LOA **Event Status Update**

**Prepare Options**

**Enrollment Statement** Run Date

**Frequency**

☒ Deduction Frequency ☐ Annual Frequency

**Election Entry** Entered 0 of 7 **Show Plans**

**Validate/Finalize** Errors 0 **Show Errors** ☐ Finalize/Apply Defaults

**Confirmation Statement** Run Date

**Reprocess** Process Indicator N **Q** Normal Processing

**Save** **Return to Search** **Notify**



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5. Click the **Election Entry** button.

The **Option Election** page displays.

BenAdmin Data Entry

Event / Participant Selection | **Option Election** | Dependents / Beneficiaries

Sched ID: EM00 | Empl ID: Michael Wilts398 | Ben Record: 0 | Event ID: 2  
Event Data: 05/01/2022 Leave of Absence | Excess Credit Rollover To: Forfeit Excess Credits

Available Plans and Options ①

Plan Type 10: Medical

Option Code: 11

COVA-HltVwv + Exp Den (CHA2) (Self + Child)

Health Provider ID:  ☐ Previously Seen

Special Requirements

Dependents/Beneficiaries

Enroll All

ID	Name	Relationship to Employee	Health Provider ID	Previously Seen	Covered Person Type	Age Limit Flag
01	Test Test	Child		<input type="checkbox"/>	Child	<input type="checkbox"/>

6. Click on the magnifying glass next to **Option Code** under **Plan Type 10: Medical**.

The **Look Up Option Code** pop-up window appears.

BenAdmin Data Entry

Event / Participant Selection | **Option Election** | Dependents / Beneficiaries

Sched ID: EM00 | Empl ID: Michael Wilts398 | Ben Record: 0 | Event ID: 2  
Event Data: 05/01/2022 Leave of Absence | Excess Credit Rollover To: Forfeit Excess Credits

Available Plans and Options ①

Plan Type 10: Medical

Option Code: 11

COVA-HltVwv + Exp Den (CHA2) (Self + Child)

Health Provider ID:  ☐ Previously Seen

Special Requirements

Dependents/Beneficiaries

Enroll All

ID	Name	Relationship to Employee	Health Provider ID	Previously Seen	Covered Person Type	Age Limit Flag
01	Test Test	Child		<input type="checkbox"/>	Child	<input type="checkbox"/>

**Look Up Option Code**

Search Results

Option Code	Option Type	Benefit Plan	Coverage Code
10	Option	CHA2	2
11	Option	CHA2	3
12	Option	CHA2	4
9	Option	CHA2	1
W	Waive Optn	(blank)	(blank)



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- Click **W** or **Waive Optn** to waive medical plan elections.

The **Option Election** tab refreshes.

BenAdmin Data Entry

Event / Participant Selection | **Option Election** | Dependents / Beneficiaries

Sched ID EM00 Empl ID Michael Wills398 Ben Record 0 Event ID 2  
Event Data 05/01/2022 Leave of Absence Excess Credit Rollover To Forfeit Excess Credits

Available Plans and Options 1 of 7

Plan Type 10 : Medical

Option Code W Waive Coverage

Health Provider ID  ☐ Previously Seen

Special Requirements

Dependents/Beneficiaries

Enroll All

Dependents/Beneficiaries

ID	Name	Relationship to Employee	Health Provider ID	Previously Seen	Covered Person Type	Age Limit Flag	
01	Test Test	Child	<input type="text"/>	<input type="checkbox"/>	Child	<input checked="" type="checkbox"/>	-

- Click the "-" next to the dependent listed. Since the employee **Waved** coverage, the BA must also remove the dependent from coverage.
- Scroll down to the **Flex Spending Medical** section.





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The **Flex Spending Medical** section displays.

Plan Type 60 : Flex Spending Medical

Option Code 1

Medical Flex Spending Account (FLXMED)

Annual Pledge \$1,000.00

Employee Contribution Override Monthly

Contribution Worksheet

Use this worksheet to calculate the employee's desired Annual Pledge and Contribution Amount.

Annual Pledge	Contributions YTD	Pay Periods Remaining	Pay Period Amount	Employee Contribution
\$1,000.00	\$0.00	12	\$83.33	\$106.00 Monthly

Calculate

Open Protected Fields Open protected fields for change. (These fields are normally determined by the system).

Special Requirements

Plan Type 61 : Flex Spending Dependent Care

Option Code W

Waive Coverage

Annual Pledge \$0.00

Employee Contribution Override

- Click on the magnifying glass next to **Option Code** under **Plan Type 60: Flexible Spending Medical**.
- Click **W** or **Waive Optn**.

Plan Type 60 : Flex Spending Medical

Option Code W

Waive Coverage

Annual Pledge \$0.00

Employee Contribution Override

Contribution Worksheet

Special Requirements

Plan Type 61 : Flex Spending Dependent Care

Option Code W

Waive Coverage

Annual Pledge \$0.00

Employee Contribution Override

Contribution Worksheet

Special Requirements

**Note:** If the employee has an Annual Pledge amount for **Flex Spending Dependent Care**, elect **W** or **Waive Optn** by clicking on the magnifying glass next to **Option Code**.



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12. Scroll down to the **Flex Spending Admin Fee** section.

The **Flex Spending Admin fee** section displays.

The screenshot shows a web form titled "Plan Type 60 : Flex Spending Medical" and "Plan Type 61 : Flex Spending Dependent Care". Below these are sections for "Plan Type AY : Health Premium Reward" and "Plan Type AZ : Flex Spending Admin Fee". The "Plan Type AZ : Flex Spending Admin Fee" section is highlighted with a red box around the "Option Code" field, which contains the value "1". The "Option Code" field is also highlighted with a red box. The "Flex Spending Admin Fee (FLXFEE)" label is visible. The "Special Requirements" link is also visible. At the bottom of the form, there are buttons for "OK", "Cancel", "Apply", and "Refresh".

13. Click on the magnifying glass next to **Option Code** under **Plan Type AZ: Flex Spending Admin Fee**.

14. Click **W** or **Waive Optn.**

The **Flex Spending Admin Fee** section refreshes.

The screenshot shows the "Plan Type AZ : Flex Spending Admin Fee" section after a refresh. The "Option Code" field now contains the value "W". The "Waive Coverage" label is visible. The "Special Requirements" link is also visible. At the bottom of the form, there are buttons for "OK", "Cancel", "Apply", and "Refresh".

15. Click the **OK** button.



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The **On-Demand Event Maintenance** page displays.

Benefits Administrator

**On-Demand Event Maintenance**

Michael Wills398 Person ID [redacted] Ben Record 0

Activity Date Source Empl Record 0

Schedule/Prepare Activity Pending Activities 0 Show Activities Action

Event ID 2 Event Date 05/01/2022 Status Entered Class LOA Event Status Update

Prepare Options Event Status Open for Processing

Enrollment Statement Run Date

Frequency

☒ Deduction Frequency ☐ Annual Frequency

Election Entry Entered 2 of 7 Show Plans

**Validate/Finalize** Errors 0 Show Errors ☐ Finalize/Apply Defaults

Confirmation Statement Run Date

Reprocess Process Indicator N Normal Processing

Save Return to Search Notify

16. Click on the **Validate Finalize** button.

The **On-Demand Event Maintenance** page refreshes.

Benefits Administrator

**On-Demand Event Maintenance**

Michael Wills398 Person ID [redacted] Ben Record 0

Activity Date Source Empl Record 0

Schedule/Prepare Activity Pending Activities 0 Show Activities Action

Event ID 2 Event Date 05/01/2022 **Status Finalized - Enrolled** Class LOA Event Status Update

Prepare Options **Event Status Closed to Processing**

Enrollment Statement Run Date

Frequency

☒ Deduction Frequency ☐ Annual Frequency

Election Entry Entered 0 of 0 Show Plans

Validate/Finalize Errors 0 Show Errors ☐ Finalize/Apply Defaults

Confirmation Statement Run Date

Reprocess Process Indicator N Normal Processing

Save Return to Search Notify

**Note:** The **Status** is now Finalized/Enrolled, and the **Event Status** is Closed for Processing.



#### Unpaid Leave of Absence (LAT event)

After the employee initially goes out on unpaid leave of absence, and an update to coverage is needed (e.g., terminate coverage), the BA will need to create an LAT manual event.

1. Navigate to the **Review BAS Activity** page using the following path:

**Benefits Administrator tile > Benefits Management > Review BAS Activity**

The **Review BAS Activity** page displays.

Empl ID	Name	Action Source	All Jobs	Ben Record	Empl Record	Event Date	Event Effseq	BAS Action	Suppress Forms	COBRA Action
	FRANKLIN SHELTON	Manual Event				12/28/2021		LAT		TER

2. Click the "+" button.
3. Enter the **Employee ID** in the Empl ID field.
4. Enter the **Event Date**.
5. Enter **LAT** in the BAS Action field.
6. Enter **TER** in the COBRA Action field.
7. Click **Save**.
8. Navigate to the **On-Demand Event Maintenance** page using the following path:  
**Benefits Administrator tile > Benefits Management > On-Demand Event Maintenance**



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The **On-Demand Event Maintenance** Search Page appears.

9. Enter the **Empl ID**.

10. Click **Search**.

The **On-Demand Event Maintenance** page displays.

11. Click **Schedule/Prepare Activity** button.



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The On-Demand Event Maintenance page refreshes.

The screenshot shows the 'On-Demand Event Maintenance' page for Franklin Sheldon. The page includes fields for Person ID, Ben Record, Activity Date, Source, and Empl Record. There are buttons for 'Schedule/Prepare Activity', 'Show Activities', 'Event Status Update', 'Prepare Options', 'Enrollment Statement', 'Election Entry', 'Validate/Finalize', 'Confirmation Statement', 'Reprocess', 'Save', 'Return to Search', and 'Notify'. The 'Election Entry' button is highlighted with a red box.

12. Click the **Election Entry** button.

The **Option Election** page appears.

The screenshot shows the 'Option Election' page for Franklin Sheldon. The page includes fields for Sched ID, Empl ID, Ben Record, Event ID, Event Date, LOA Benefits Termination, Excess Credit Rollover To, and Forfeit Excess Credits. There is a search bar for 'Option Code' and a 'Look Up Option Code' button. The 'Look Up Option Code' button is highlighted with a red box. A modal window titled 'Look Up Option Code' is open, showing a table of search results. The table has columns for Option Code, Option Type, Benefit Plan, and Coverage Code. The row with Option Code 'W' and Option Type 'Waive Optn' is highlighted with a red box.

Option Code	Option Type	Benefit Plan	Coverage Code
10	Option	043F03	2
11	Option	043F03	3
12	Option	043F03	4
9	Option	043F03	1
W	Waive Optn	(blank)	(blank)

13. Click on the magnifying glass next to **Plan Type 10: Medical Option Code**.

14. Select **W** or **Waive Optn**.



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The **Option Election** page refreshes.

15. Click **OK**.

The **On-Demand Event Maintenance** page displays.

16. Check the **Finalize/Apply Defaults** checkbox.

17. Click the **Validate/Finalize** button.



#### Returning from Leave (RFL event)

Once the HR Administrator completes the job data transaction to return the employee from (paid or unpaid) leave, Cardinal will automatically create an RFL benefit event. The RFL event can be completed by the employee through Employee Self-Service (ESS), or the Agency BA can complete the event on behalf of the employee. This job aid will walk through two types of scenarios: RFL from an Unpaid no change or a Paid leave of absence event and an RFL from an Unpaid with changes leave of absence.

#### Return from Leave (Unpaid with no change / Paid)

When an employee goes on leave of absence unpaid and makes no changes or if the employee goes on a paid leave of absence, the process for returning from leave is the same. The Agency BA must first check the Job Data page of the employee to confirm the type of leave he/she is returning from. If the Agency BA does not wish to wait for the scheduled Benefit Administration process to run, complete the following steps:

1. Navigate to the **Job Data** page of the employee using the following navigation:

**Navigator > Workforce Administration > Job Information > Job Data**

The **Job Data** search page displays.

2. Enter the **Employee ID** in the Empl ID field.
3. Check the box next to **Include History**.
4. Click **Search**.





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The **Job Data** page for the employee displays.

Cardinal Homepage Job Data

Work Location Job Information Payroll Salary Plan Compensation

Nelson Smith95 Employee Empl ID [REDACTED] Empl Record 0

Work Location Details ①

Effective Date 03/10/2022 Go To Row

Effective Sequence 0 Action Return from Leave

HR Status Active Reason Return From Leave

Payroll Status Active Job Indicator Primary Job Current

Position Number DLI0007 Safety/Health Comp Officer

Position Entry Date 11/01/2021 Override Position Data

Regulatory Region USA United States

Company DLI Dept of Labor and Industry

Business Unit 18100 Dept of Labor and Industry

Department 18100 DEPT OF LABOR AND INDUSTRY

Department Entry Date 11/01/2021

- Click on the **back arrow** to confirm the type of leave the employee returned from.

The **Job Data** page refreshes.

Cardinal Homepage Job Data

Work Location Job Information Payroll Salary Plan Compensation

Nelson Smith95 Employee Empl ID [REDACTED] Empl Record 0

Work Location Details ①

Effective Date 12/02/2021 Go To Row

Effective Sequence 0 Action Leave of Absence - Unpaid

HR Status Active Reason Non-FMLA Medical

Payroll Status Leave of Absence Job Indicator Primary Job History

Position Number DLI0007 Safety/Health Comp Officer

Position Entry Date 11/01/2021 Override Position Data

Regulatory Region USA United States

Company DLI Dept of Labor and Industry

Business Unit 18100 Dept of Labor and Industry

Department 18100 DEPT OF LABOR AND INDUSTRY

- Confirm the type of leave the **Action** and **Reason** show on the Job Data page.
- Navigate to the **On-Demand Event Maintenance** page to process the RFL event.

**Homepage > Benefits Administrator > Benefits Management > On-Demand Event Maintenance**



## BN Job Aid

### BN361 Managing Leave of Absence

The **On-Demand Event Maintenance** search page.

Benefits Administrator

Employee/Dependent Information

Enroll in Benefits

Review Employee Benefits

Benefits Management

Review BAS Activity

On-Demand Event Maintenance

Update Event Status

On-Demand Event Maintenance

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID begins with

Empl Record =

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

☐ Case Sensitive

Limit the number of results to (up to 300): 300

Search Clear Basic Search Save Search Criteria

8. Enter the **Employee ID** in the **Empl ID** field.

9. Click **Search**.

The **On-Demand Event Maintenance** page displays.

On-Demand Event Maintenance

Nelson Smith95

Person ID Ben Record 0

Activity Date 03/10/2022 Source Job Data Change Empl Record 0

Schedule/Prepare Activity Pending Activities 1 Show Activities Action RFL

Event ID 0 Event Date Status Class Event Status Update

Prepare Options Enrollment Statement Run Date Frequency

Deduction Frequency Annual Frequency

Election Entry Entered 0 of 0 Show Plans

Validate/Finalize Errors 0 Show Errors Finalize/Apply Defaults

Confirmation Statement Run Date

Reprocess Process Indicator N Normal Processing

Save Return to Search Notify

10. Click on the **Schedule/Prepare Activity** button. If Ben Admin has already run, skip this step.



## BN Job Aid

### BN361 Managing Leave of Absence

The **On-Demand Event Maintenance** page refreshes.

**On-Demand Event Maintenance**

Nelson Smith95 Person ID [redacted] Ben Record 0

Activity Date Source Empl Record 0

Schedule/Prepare Activity Pending Activities 0 Show Activities Action

Event ID 3 Event Date 03/10/2022 Status Prepared Class RFL Event Status Update

Prepare Options Event Status Open for Processing

Enrollment Statement Run Date Frequency

Deduction Frequency ☒ Annual Frequency ☐

Election Entry Entered 0 of 4 Show Plans

Validate/Finalize Errors 0 Show Errors ☐ Finalize/Apply Defaults

Confirmation Statement Run Date

Reprocess Process Indicator N Q Normal Processing

Save Return to Search Notify

**Note:** Since the employee has returned from a paid leave or an unpaid leave of absence and has not made any changes in their benefits while on leave, the Agency BA only has to finalize the event, no further action needs to be taken.

11. Check the box next to **Finalize/Apply Defaults** checkbox.
12. Click the **Validate/Finalize** Button.



## BN Job Aid

### BN361 Managing Leave of Absence

The On-Demand Event Maintenance page refreshes.

**On-Demand Event Maintenance**

Nelson Smith95 Person ID [REDACTED] Ben Record 0

Activity Date Source Empl Record 0

Schedule/Prepare Activity Pending Activities 0 Show Activities Action

Event ID 3 Event Date 03/10/2022 Status Finalized - Enrolled Class RFL Event Status Update

Prepare Options Event Status Closed to Processing

Enrollment Statement Run Date

Frequency

☒ Deduction Frequency ☐ Annual Frequency

Election Entry Entered 0 of 0 Show Plans

Validate/Finalize Errors 0 Show Errors ☐ Finalize/Apply Defaults

Confirmation Statement Run Date

Reprocess Process Indicator N Normal Processing

Save Return to Search Notify

**Note:** The **Status** is now Finalized/Enrolled, and the **Event Status** is Closed for Processing.



#### Return from Leave (Unpaid with change)

When an employee goes on an unpaid leave of absence and makes changes to their benefit election during their leave, the Agency BA must reach out to the employee and confirm if he/she wants to keep the changes they made while on leave or return to their original elections before their leave of absence. In this scenario the employee has decided to change their benefits back to their original elections before he/she went on leave.

Complete steps 1 – 6 from the **Return from Leave (Unpaid with no change / Paid)** to confirm the type of leave the employee is returning from.

The BA now must communicate with the employee and confirm if he/she made any enrollment changes during their leave of absence, and if they did, the BA must find out if he/she would like to change the enrollments back to the original elections before going on leave. Prior to communicating with the employee, the BA should review the prior benefits in Base Benefits. If the employee does not want to make any change to their elections follow the same process shown in the **Return from Leave (Unpaid with no change / Paid)** section above. If the employee would like to change their elections back to the original election before he/she went on leave, complete the following steps:

1. Navigate to the **On-Demand Event Maintenance** page to process the Return from Leave (RFL) benefit event.

**Benefit Administrator tile > Benefits Management > On-Demand Event Maintenance**

The **On-Demand Event Maintenance** search page displays.

The screenshot shows the 'On-Demand Event Maintenance' search page. The sidebar on the left includes links for 'Employee/Dependent Information', 'Enroll in Benefits', 'Review Employee Benefits', 'Benefits Management', 'Review BAS Activity', 'On-Demand Event Maintenance' (highlighted), and 'Update Event Status'. The main content area is titled 'On-Demand Event Maintenance' and contains a search form. The 'Search Criteria' section is expanded, showing fields for 'Empl ID', 'Empl Record', 'Name', 'Last Name', 'Second Last Name', and 'Alternate Character Name', each with a 'begins with' dropdown. A 'Search' button is highlighted with a red box. Below the search fields, there is a 'Find an Existing Value' button, a 'Case Sensitive' checkbox, and a 'Limit the number of results to (up to 300): 300' field. At the bottom, there are 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' buttons.

2. Enter the **Empl ID**.



## BN Job Aid

### BN361 Managing Leave of Absence

3. Click **Search**.

The **On-Demand Event Maintenance** displays.

**On-Demand Event Maintenance**

Nelson Smith96

Person ID 08188702000

Ben Record 0

Activity Date 03/22/2022

Source Job Data Change

Empl Record 0

**Schedule/Prepare Activity**

Pending Activities 1

Show Activities

Action RFL

Event ID 0

Event Date

Status

Class

Event Status Update

Prepare Options

Enrollment Statement

Run Date

Frequency

☒ Deduction Frequency ☐ Annual Frequency

Election Entry

Entered 0 of 0

Show Plans

Validate/Finalize

Errors 0

Show Errors

☐ Finalize/Apply Defaults

Confirmation Statement

Run Date

Reprocess

Process Indicator N

Normal Processing

Save

Return to Search

Notify

4. Click on the **Schedule/Prepare Activity** button.



## BN Job Aid

### BN361 Managing Leave of Absence

The **On-Demand Event Maintenance** page refreshes.

**On-Demand Event Maintenance**

Nelson Smith96 Person ID [REDACTED] Ben Record 0

Activity Date Source Empl Record 0

Schedule/Prepare Activity Pending Activities 0 Show Activities Action

Event ID 4 Event Date 03/22/2022 Status Prepared Class RFL Event Status Update

Prepare Options Event Status Open for Processing

Enrollment Statement Run Date

Frequency

☒ Deduction Frequency ☐ Annual Frequency

Election Entry Entered 0 of 4 Show Plans

Validate/Finalize Errors 0 Show Errors ☐ Finalize/Apply Defaults

Confirmation Statement Run Date

Reprocess Process Indicator N Normal Processing

Save Return to Search Notify

5. Click on the **Election Entry** button.

The **Ben Admin Data Entry** page displays.

**BenAdmin Data Entry**

Event / Participant Selection Option Election Dependents / Beneficiaries

Sched ID EM00 Empl ID Nelson Smith96 Ben Record 0 Event ID 4

Event Data 03/22/2022 Return From Leave Excess Credit Rollover To Forfeit Excess Credits

Available Plans and Options 1 of 4

Plan Type 10 : Medical

Option Code W Waive Coverage

Health Provider ID  ☐ Previously Seen

Special Requirements

Dependents/Beneficiaries

Enroll All

Dependents/Beneficiaries

ID	Name	Relationship to Employee	Health Provider ID	Previously Seen	Covered Person Type	Age Limit Flag
<input type="text"/>			<input type="text"/>	<input type="checkbox"/>		<input type="checkbox"/>



## BN Job Aid

### BN361 Managing Leave of Absence

**Note:** The employee waived health coverage during LOA, therefore the BA must now re-elect the medical coverage the employee had prior to going on leave of absence.

- Click on the magnifying glass next to **Option Code** under **Plan Type 10: Medical**.

The **Look Up** pop-up window appears.

Option Code	Option Type	Benefit Plan	Coverage Code
1	Option	CHA	1
10	Option	CHA2	2
11	Option	CHA2	3
12	Option	CHA2	4
13	Option	CHD	1
14	Option	CHD	2
15	Option	CHD	3
16	Option	CHD	4
17	Option	CHD1	1
18	Option	CHD1	2
19	Option	CHD1	3
2	Option	CHA	2
20	Option	CHD1	4
25	Option	ACC0	1
26	Option	ACC0	2

- Click on the **Benefit Plan** the employee was previously enrolled in.





## BN Job Aid

### BN361 Managing Leave of Absence

The **BenAdmin Date Entry** page returns.

BenAdmin Data Entry

Event / Participant Selection | **Option Election** | Dependents / Beneficiaries

Sched ID EM00 Empl ID Ben Record 0 Event ID 3  
Event Data 03/22/2022 Return From Leave Excess Credit Rollover To Forfeit Excess Credits

Available Plans and Options 1 of 4

Plan Type 10 : Medical

Option Code 11   **COVA Hlth/Awr + Exp Den (CHAZ) (Self + Child)**

Health Provider ID  ☐ Previously Seen [Special Requirements](#)

Dependents/Beneficiaries

ID	Name	Relationship to Employee	Health Provider ID	Previously Seen	Covered Person Type	Age Limit Flag
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>

**Note:** The Employee had Employee + Child coverage.

- Click the **Enroll All** button.

**Note:** The employee did not have FSA, FSA Dependent, or FSA Fee elected prior to going on leave in this scenario, therefore the elections will remain unchanged.



## BN Job Aid

### BN361 Managing Leave of Absence

The BenAdmin Data Entry page refreshes.

The screenshot shows the BenAdmin Data Entry application window. The 'Option Election' tab is selected. The page displays fields for Sched ID (EM00), Empl ID, Ben Record (0), and Event ID (3). Below these, there are fields for Event Data (03/22/2022), Return From Leave, Excess Credit Rollover To, and Forfeit Excess Credits. The 'Available Plans and Options' section shows 'Plan Type 10 : Medical' with an 'Option Code' of '11'. Below this, there is a 'Health Provider ID' field and a 'Previously Seen' checkbox. The 'Dependents/Beneficiaries' section includes an 'Enroll All' button and a table with the following data:

ID	Name	Relationship to Employee	Health Provider ID	Previously Seen	Covered Person Type	Age Limit Flag
01	Test Test	Child		<input type="checkbox"/>	Child	<input checked="" type="checkbox"/>

9. Scroll down to the bottom of the page.



## BN Job Aid

### BN361 Managing Leave of Absence

The **BenAdmin Data Entry** page refreshes.

The screenshot shows a web application interface for managing leave of absence. It contains three distinct sections, each representing a different plan type:

- Plan Type 60 : Flex Spending Medical**: Includes an "Option Code" dropdown set to "W", a "Waive Coverage" checkbox, an "Annual Pledge" field with "\$0.00", and an "Employee Contribution Override" field. Below these is a "Contribution Worksheet" link and a "Special Requirements" link.
- Plan Type 61 : Flex Spending Dependent Care**: Features identical fields and links as Plan Type 60.
- Plan Type AZ : Flex Spending Admin Fee**: Also features identical fields and links.

At the bottom of the form, there are three buttons: "OK" (highlighted with a red box), "Cancel", and "Apply".

10. Click **OK**.



## BN Job Aid

### BN361 Managing Leave of Absence

The **On-Demand Event Maintenance** page returns.

**On-Demand Event Maintenance**

Nelson Smith96 Person ID [REDACTED] Ben Record 0

Activity Date Source Empl Record 0

Schedule/Prepare Activity Pending Activities 0 Show Activities Action

Event ID 4 Event Date 03/22/2022 Status Entered Class RFL Event Status Update

Prepare Options Event Status Open for Processing

Enrollment Statement Run Date Frequency

☒ Deduction Frequency ☐ Annual Frequency

Election Entry Entered 1 of 4 Show Plans

**Validate/Finalize** Errors 0 Show Errors ☐ Finalize/Apply Defaults

Confirmation Statement Run Date

Reprocess Process Indicator N Normal Processing

Save Return to Search Notify

11. Click the **Validate/Finalize** button.

The **On-Demand Event Maintenance** page refreshes.

**On-Demand Event Maintenance**

Nelson Smith96 Person ID [REDACTED] Ben Record 0

Activity Date Source Empl Record 0

Schedule/Prepare Activity Pending Activities 0 Show Activities Action

Event ID 4 Event Date 03/22/2022 **Status Finalized - Enrolled** Class RFL Event Status Update

Prepare Options **Event Status Closed to Processing**

Enrollment Statement Run Date Frequency

☒ Deduction Frequency ☐ Annual Frequency

Election Entry Entered 0 of 0 Show Plans

Validate/Finalize Errors 0 Show Errors ☐ Finalize/Apply Defaults

Confirmation Statement Run Date

Reprocess Process Indicator N Normal Processing

Save Return to Search Notify

**Note:** The **Status** is now Finalized-Enrolled, and the **Event Status** is Closed to Processing.